



## FALL NEWSLETTER

2016

Fall is a very busy season at George Woodward Company! This newsletter includes several property maintenance reminders that will help you prepare your house for winter.

We are happy to answer any questions you have about the following items. Please call the office at 215.247.5700 or email

[info@georgewoodwardco.com](mailto:info@georgewoodwardco.com)

### **GUTTER CLEANING:**

The gutters will be cleaned twice in the fall. The first cleaning will happen between 10/1 – 10/15. The cleaner will leave a note in your mailbox upon completion of the job. The contractor will be checking underground rainwater conductors to make sure everything is clear and working properly. Clogged conductors will be marked with caution tape on the downspout. Please leave the tape in place, we will remove it when the clog is cleared. Please notify the office if your downspout has tape that is not removed by December 1<sup>st</sup>

A second gutter cleaning is scheduled for the end of November through the beginning of December. Please leave the outside water spigot on until the first fall gutter cleaning is complete and downspouts are cleared.

### **OUTDOOR WATER SPIGOTS:**

Thanksgiving weekend is a good time to turn off the outside water spigots. Exterior spigots have a valve in the basement where water to the spigot can be shut off. After the indoor valve is shut off, open the outdoor faucet to drain any remaining water. If pipes or spigots freeze and burst, it is the tenant's responsibility to repair the resulting damage.

### **HEATER SERVICE CONTRACT ANNUAL CLEANING:**

Unique Indoor Comfort will be contacting you directly to schedule the service to the house heating system.

### **GROUNDS MAINTENANCE:**

Please have the grass, vines, and hedges at your house cut or pruned regularly, and before winter. If you are going out of town, make sure your house appears "lived in" by putting some lights on timers and asking a neighbor to pick-up mail and newspapers. Remember to notify the office if you are going to be away for more than a week.

### **SMOKE DETECTORS & CARBON MONOXIDE DETECTORS:**

The fire department recommends testing the detectors and replacing the batteries twice a year when you change your clocks (November 6, 2016). Carbon Monoxide detectors that are plug-ins do not need batteries. One of our maintenance staff will meet with you if you would like to learn how to check both smoke and carbon monoxide detector.

### **FIREWOOD STORAGE:**

Please remember to store firewood away from the house to prevent an infestation by insects or rodents.

**ROOF LEAKS:** Please report leaks immediately. If snow and ice build up on the roof, the leak cannot be fixed until spring because the slippery conditions make it too dangerous for our roofers.

**LEAF REMOVAL:** Please remember that leaves must be placed in biodegradable brown paper bags alongside regular trash for collection in order to be recycled. Leaves disposed of in this manner will be composted by city recycling crews. Leaves packed inside plastic trash bags will be treated as trash and not composted. Landscapers and leaf cleaning services should remove and dispose of leaves privately. Biodegradable bags can be purchased at local markets and hardware stores.

**FIREPLACE:** If you use your fireplace(s) regularly, it is essential to have it cleaned (or at least checked) every year. Creosote buildup in the flue can cause smoking and even chimney fires. In order to prevent heat loss, remember to close the damper when not using the fireplace.

**SNOW REMOVAL:** Please remember to remove ice (use calcium chloride instead of salt) and snow from paths and sidewalks and notify the office of any tripping hazards. The City mandates that a 30" wide path be cleared on all public sidewalks within six hours after the end of a snowfall greater than one inch.

**TERMITE INSPECTIONS:** Rich Gaunce from Atlantic Pest Control will be inspecting all properties between now and November 30<sup>th</sup>. Please call the office with permission for Rich to enter your house if you will not be at home.

**Safety Reminder:**

Please remind children to remain safe by staying out of the streets or driveways when playing



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**LOCAL EVENTS Fall/Winter 2016**

**Chestnut Hill**

September 25<sup>th</sup> – Fall for the Arts Festival  
October 8<sup>th</sup>– Black and White Gala  
October 21&22– Harry Potter Pub Crawl and Festival  
October 23<sup>rd</sup> – Clover Market  
October 30<sup>th</sup> – Halloween on the Hill  
November 19<sup>th</sup> – Circle of Trees  
November 30<sup>th</sup> December 7,14,&21– Stag & Doe Night  
December 3<sup>rd</sup> – Holiday House Tour  
December 10<sup>th</sup> – Holiday Parade  
Visit [www.chestnuthillpa.com](http://www.chestnuthillpa.com) for more information

**Mt. Airy**

September 21&28 - Supper sessions  
October 1<sup>st</sup> – Revolutionary Germantown Festival /Battle of Germantown  
October 12- November 6- Quintessence Theater "Mother Courage"  
October 22<sup>nd</sup> – Mystery in the House of Usher: A Poe tale /Maxwell Mansion  
December 10<sup>th</sup> – Dickens Christmas Party/Maxwell Mansion  
December 10<sup>th</sup> – A Special Victorian Christmas Musicale/Maxwell Mansion  
visit [www.gomtairy.com](http://www.gomtairy.com) or [www.ebenzermaxwellmansion.org](http://www.ebenzermaxwellmansion.org) for more information.



**REMEMBER:** The best method to submit a maintenance request is through our portal on our website :

<http://www.georgewoodwardco.com/tenants.php>

**Daylight Saving Time**  
**Will end at 2:00 AM on Sunday, November 6<sup>th</sup>.**  
**Please remember to set your clocks, programmable thermostat & light timers back one hour. Let us know if you need instructions for porch light timers.**